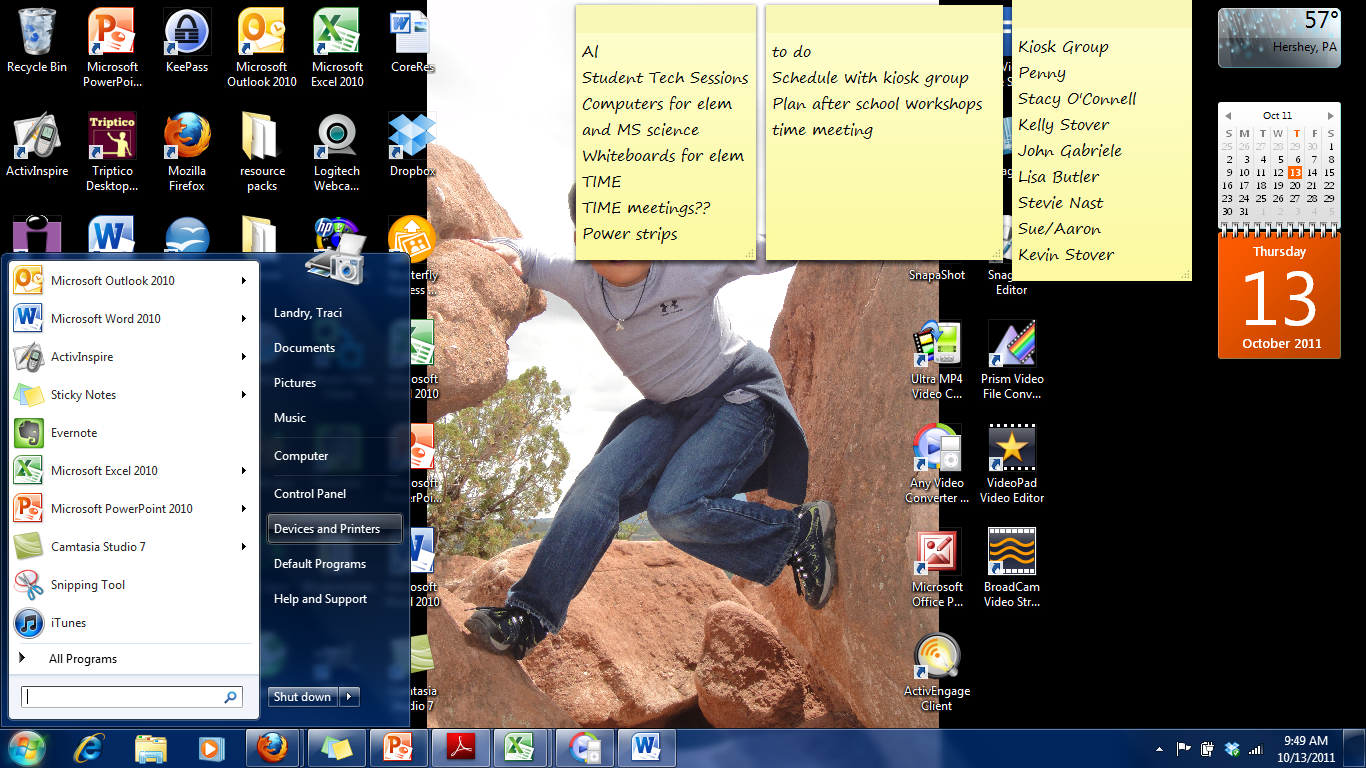
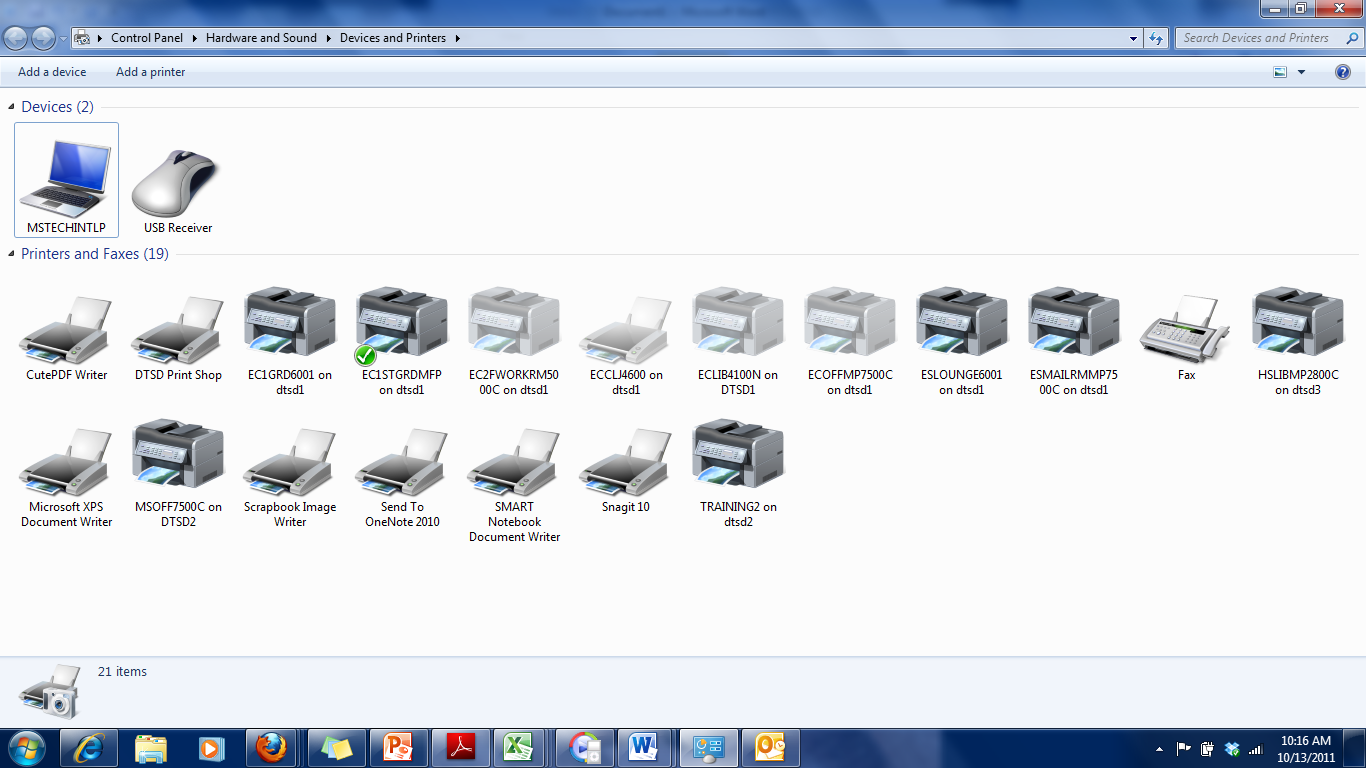
How to set Lock Print

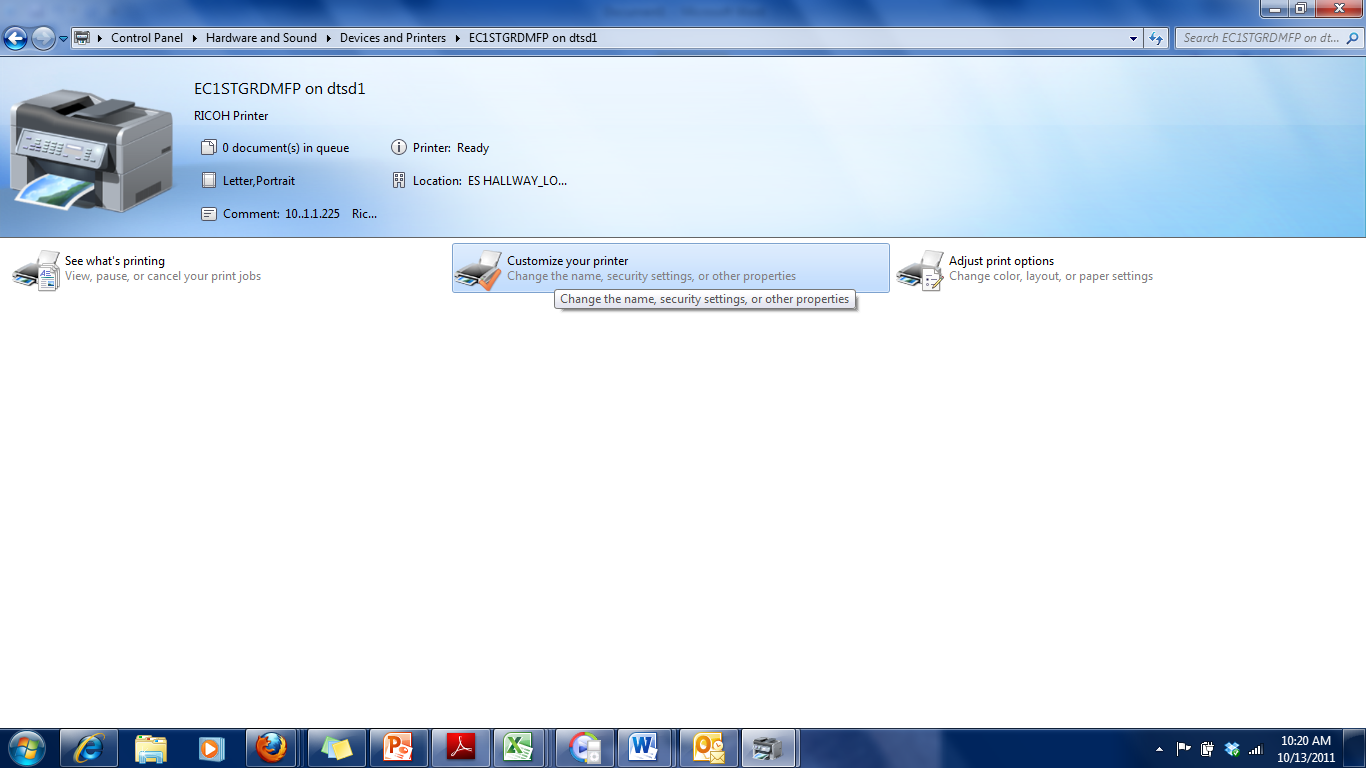
From the Start Menu – Click on Devices and Printers



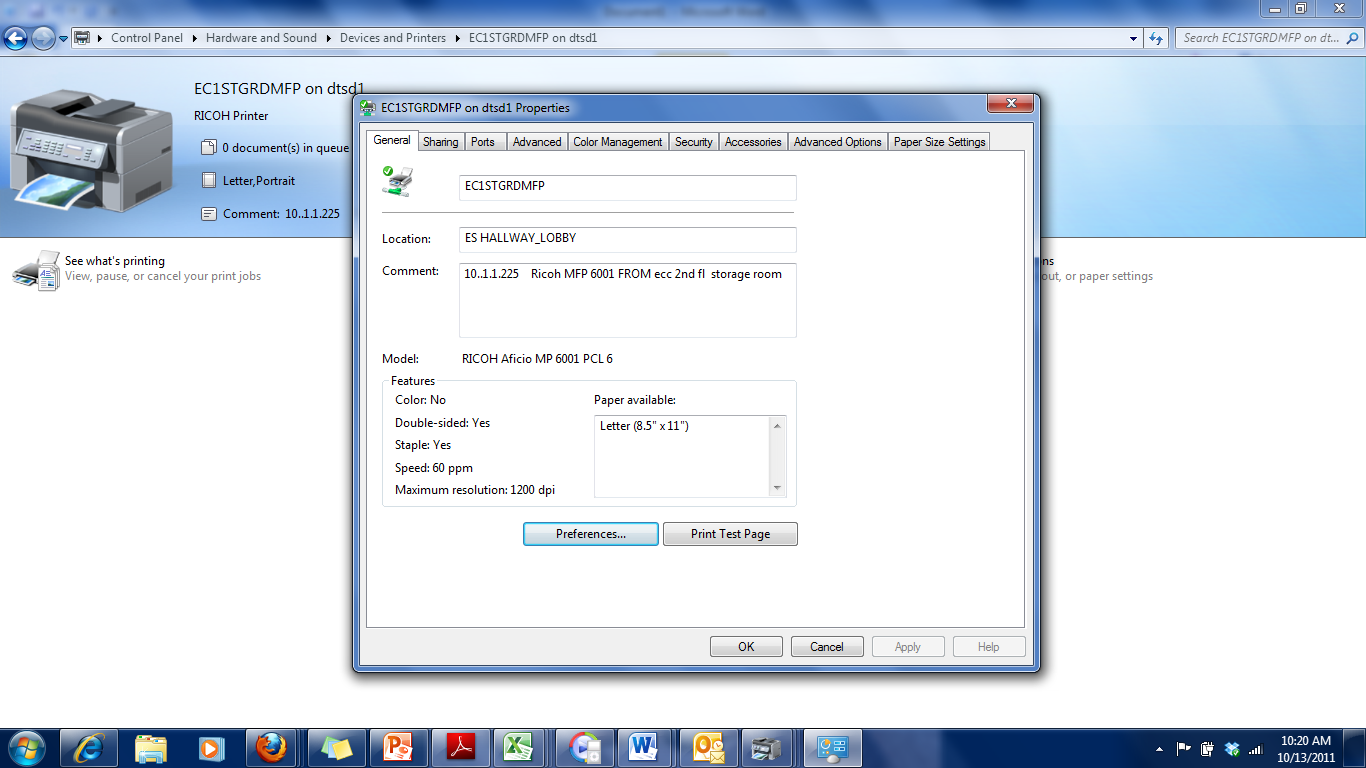
Click The printer you want should be set as the default printer – It will have a green check mark



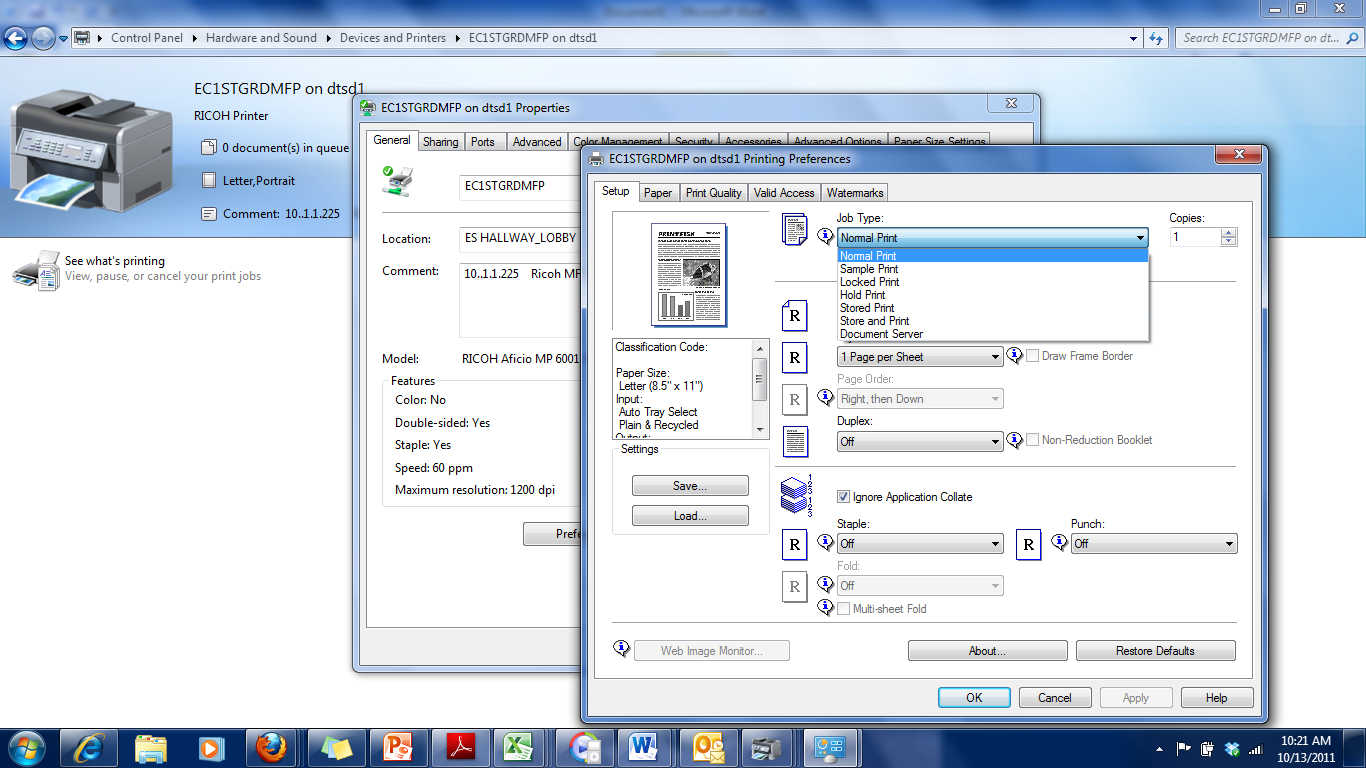
Double Click on your printer



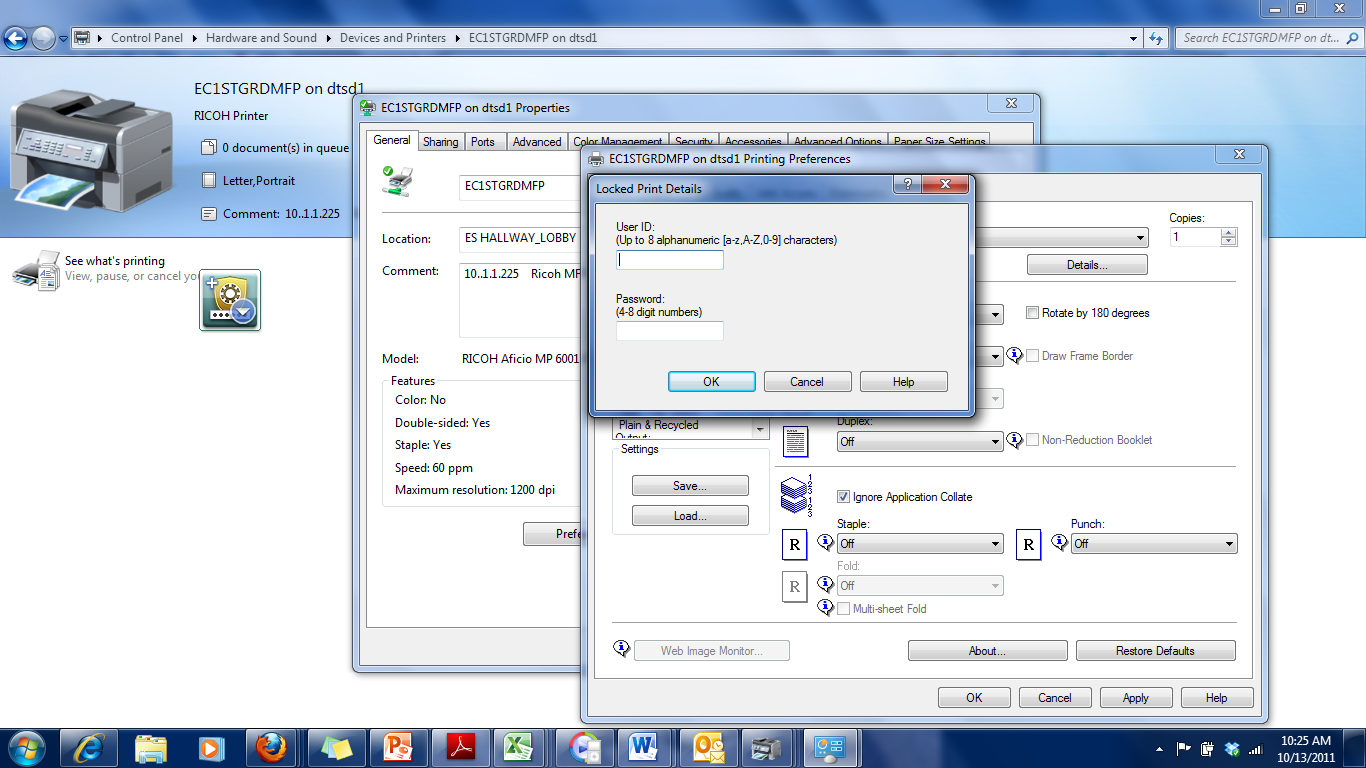
Click on Customize Printer



Click on Preferences – Under Job Type Drop Down Menu – Choose Lock Print



Under LOCK Print – Click the button DETAILS



Set the User ID – Room number twice – example 5454

Password – The SAME as User ID – Room number twice